



2 Sayers Court
Bluntisham
Cambridgeshire
PE28 3NP

Tel: 01487 740230
Mob: 07725 308115
Email: bluntishamclerk@gmail.com

Minutes of the Bluntisham Parish Council Meeting Monday 1st June 2015 at 8pm in The Village Hall, Mill Lane, Bluntisham

Present: Vice Chair: Cllr Mike Francis, Mrs Kathy Searle, Mr Frank Hudson, Mr Gary James, Mr Mark Berg, Mr Ian Shepherd, Mrs Philippa Hope, Mrs Anne Parsons, Mr Rob Gore, Mr Alan Moules, Mrs Tracey Davidson (Clerk),

Also present: Cllr Robin Carter, Cllr Steve Criswell & approximately 12 members of the public

	<p>Open Forum: Mrs Joan Gutteridge asked why her comments from the previous meeting were not minuted at the last meeting. Cllr Mike Francis apologised and here are those comments: <i>At the end of the Open Forum I welcomed all new members and reminded them that Paris Council's are apolitical and no expenses are paid to councillors, all time is given voluntarily.</i></p> <p>Mrs Sue Everest advised that her & Mrs Jane Godfrey continue to be the PC representatives for the Saywell School Charity and has written a statement for the new PC advising of the charity and how it operates, which was read out. The clerk will retain a copy and share on request. A draft order to update the charity has been submitted to the Charity Commission and is available to view on request or via the Charity Commission's website. Any questions to be raised with the trustees. The meeting started at 8.06pm.</p>	
	Dispensation Forms received and decisions given – Nothing to report	
	Declarations of interest for items on the agenda – None.	
	Apologies for absence – Mrs Margaret Lumb	
	Minutes of the Parish Council meeting dated 18th May 2015 to be approved and signed – Minutes approved and signed by the Vice Chairman. <i>(Proposed Mrs Philippa Hope Seconded Mr Ian Shepherd. All agreed)</i>	
	Matters arising from previous minutes – None	

	<p>FY2015/16 Accounts – to end May 2015 – Mrs Philippa Hope queried the cost of ink cartridges, the clerk advised these are purchased in bulk to save money. Mr Rob Gore questioned the total figures not adding up, however, the total figure is for both the PC and VH budgets. He also questioned the VH income for the month was lower than last month. The clerk advised that this is purely the income received during the month and this doesn't mean that bookings are down. A summary report is shared with the HMC at their meetings which looks at 3 months ahead to monitor the hall income. Cllr Mike Francis signed the accounts. Total receipts £2282.54 & total expenditure £34203.45. <i>(Proposed Mr Rob Gore Seconded Mr Gary James. All agreed.) Annex 1</i></p>	
	<p>Accounts for payment and sign cheques for May payments –Mr Gary James and Mr Frank Hudson signed the cheques and no concerns with the payments for the month. <i>(Proposed Mr Frank Hudson seconded Mr Gary James. All agreed.)</i></p>	
	<p>County Council & District Council reports – Cllr Robin Carter advised all quiet at HDC so nothing to report. Local issues:</p> <ul style="list-style-type: none"> • The duplicate power poles in Wood End, Rectory Road and Colne Road are still in hand and CCC Highways are chasing BT to transfer over to them to then remove. Some are blocking views to access driveways. • The kerb gully at the bottom of Short Lane on the junction with Colne Road has been reported and will be repaired soon. • Denise Young “Earith Over 60’s” has been invited to the next HMC to raise her concerns over the hall fees as part of the open forum. • Cllr Robin Carter advised that he will send copies of the weekly list to the clerk which will show all planning applications at the initial receipt stage, should the PC wish to make councillors aware of applications. • A volunteer has come forward to get involved in the Community speed watch programme. This is the scheme which is run in conjunction with the police. There is a secondary scheme which purely gathers data but doesn't issue any warning letters being run by David McCandless. <p>Mr Gary James asked why he had received an invoice from HDC for his second green bin, when he had been advised it would be added onto his council tax? Cllr Carter advised it isn't a great process, he asked for patience and that the system would be improved going forward. Cllr Steve Criswell advised nothing to share from a County perspective but was happy to answer any questions.</p>	

	<p>Planning – Mrs Kathy Searle advised that having spoken with Accent Nene earlier they confirmed they haven't received any offer firm offer from Mr Highland for the land at Station Road.</p> <p>Cllr Mike Francis advised that HDC are not sure how to proceed as there are still the two sites in Bluntisham on the table. He advised that Mr Highland has agreed in principal, to an offer from Accent Nene; however the sticking point is where the development will go on the site as Mr Highland wants a 25 metre buffer strip between the dwellings and his car park.</p> <p>Mrs Joan Gutteridge commented that if the road is moved to the side of the site it will impact the neighbouring properties far more than if it goes in the middle of the site.</p> <p>Mrs Sue Everest wanted it noting that no neighbours of Station Road have made objections to the affordable housing on this site.</p>	
	<p>Enforcement update – nothing outstanding.</p>	
	<p>Village maintenance</p> <ul style="list-style-type: none"> • Badger problem – youth shelter. Cllr Mike Francis has contact at the Zoological Society in London but hasn't had any response. It was agreed that the holes would be filled as a temporary measure and to look at the chicken wire solution in the future. • Picnic benches – secure. The clerk has advised to secure the benches to the ground on a permanent basis will cost £60 per bench (£120 in total). The decision as to the location of the benches is to be made by the HMC. <i>(Proposed Mr Gary James seconded Mrs Philippa Hope. All agreed)</i> • Dog Waste bin – Mr Alan Moules advised that there has only been one day where the bin was overflowing, however, by the afternoon of this day it was empty again. It was agreed to continue with weekly emptying of this bin and not to order any additional bins. It was also mentioned that the dog walk and exercise area is free from any evidence of dog fouling. 	<p>Philippa Hope/Clerk</p> <p>Clerk/HMC</p>
	<p>Feoffees Bus Shelter Plans – The Parish Council agreed that plan Number 4 was the best option. They discussed the painting of a mural and suggested Mr Durant (BacStage scenery artist) might want to help the children with supervising any painting but it was agreed that this was the Feoffees project and they should manage any design. The clerk is to update Feoffees of the PC decision.</p> <p>The clerk read out an email from Mr Ed Cameron who was interested to know if any plans were in place to improve the bus stop at the end of St Mary's Road/opposite Laxton Grange as there is no waiting provision there. The council agreed due to the location of this bus stop it wasn't feasible to install any bench or shelter as it would impact on the visibility of the junction and as the footpath is narrow it would impede pedestrians. <i>(Proposed Mr Frank Hudson seconded Mr Mark Berg. All agreed.)</i></p>	<p>Clerk</p>

	<p>Health & Safety</p> <ul style="list-style-type: none"> • Annual health & Safety review. All agreed the report is fine and will be reviewed by all members on the village walkabout. • ROSPA report – Mrs Philippa Hope shared a report highlighting the costs for repairs to the play park. Using the specialist to carry out the repairs will cost £3200. To purchase the parts from the manufacturer will cost £1910, approximately 24 hours labour would be needed which if 6 people volunteered would equate to 4 hours each. It was agreed to use social media to encourage volunteers to get involved. Initial repairs to the grass matting under the chinning bars and the ground surface to the basketball hoop could be carried out by the PC at an approximate cost of £50. Concerns were raised if volunteers carried out the work to the park how this would be covered by our insurance company. The clerk is to check the cover and what inspections would be needed if volunteers were used for the labour. <i>(Proposed Mr Ian Shepherd seconded Mr Mark Berg. All agreed.)</i> 	<p>All Councillors</p> <p>Clerk/ Philippa Hope</p>
	<p>Reported problems – Mr Alan Moules asked if there was a problem with the Sunday night hall booking as the recent booking wasn't unlocked until 7.45pm. Mrs Kathy Searle apologised as she had forgotten. The clerk has arranged for two new key holders, with a view to increasing the number of people available to assist in locking and unlocking the Hall and avoiding a repeat of the problem.</p>	
	<p>Parish Council 5 year plan and annual action plan - It was agreed to have just one action plan with timescales and costs included where possible. Mrs Philippa Hope agreed to merge the documents and all councillors are to send their ideas for the plan to the clerk to update in time for the next meeting.</p> <p>Mr Gary James updated on what Time banking is and the clerk is to send the summary of how it operates to all new PC members. The clerk is to add this onto the next agenda for discussion.</p> <p>Mrs Philippa Hope questioned what the neighbourhood development plan is; Mr Gary James gave a brief summary. The clerk is to send web links for more details. Cllr Steve Criswell highlighted it is only worth doing if you want housing growth. The clerk is to add it onto the next agenda for discussion.</p> <p>Mr Ian Shepherd suggested preserving some of the trees along the footpath of Mill Lane to retain some of the natural beauty within this area. Mrs Kathy Searle suggested contacting Mr Brian Ogden to obtain further information.</p>	<p>Philippa Hope</p> <p>Clerk</p> <p>Clerk</p> <p>Ian Shepherd</p>

	<p>Website – content, style & other local websites – Mr Ian Shepherd advised the costs to host a standalone website for the PC would be no more than £35 pa and he would be happy to set up the site free of charge. It was agreed to purchase the domain name: bluntishamparishcouncil.org at an annual cost of £7.52. By using Word press to build the site will enable the look of the site to be changed relatively easily without having to change the formatting of individual pages. It was agreed to keep the site simple initially and the clerk is to list the content on the current website which must be included and then to add onto it at a later date. It was agreed that Mr Ian Shepherd is to set up the site and both Ian and the clerk will manage the site in the future.</p> <p><i>(Proposed Mrs Philippa Hope seconded Mr Rob Gore. All agreed)</i></p>	Ian Shepherd/ Clerk
	<p>Facebook – content and updates – Mr Ian Shepherd suggested renaming the Elections facebook page to become a Bluntisham Parish Council facebook page which will provide another form of communication for news and updates to its readers. This information will be the same which is published on the website. Mr Gary James asked what was the difference between the Bluntisham group and this one. The main difference is the Bluntisham Group page is a local group and not stand alone, discussions can be factual information for the Parish Council and would be within their control to allow posts and delete if necessary.</p> <p>It was agreed for Ian to make the changes to the Elections page and to allow the clerk to have admin rights to be able edit the page as necessary. The usage would be reviewed in 3 months time.</p> <p><i>(Proposed Mr Mark Berg seconded Mr Frank Hudson. All agreed.)</i></p>	Ian Shepherd/ Clerk
	<p>Social Media policy – The following changes are to be made to the policy:</p> <ul style="list-style-type: none"> • Include other social media platforms into the content although not all used at present will prevent the need for further changes in the future. • Remove “be civil, tasteful & relevant” as too ambiguous but refer to code of conduct. • Moderation will be by the council’s nominated representatives. Mr Ian Shepherd, Mrs Tracey Davidson & Mr Rob Gore. <p>The clerk is to make changes and to include as an agenda item for the July meeting.</p>	Clerk
	<p>Councillors Village Walk – Mrs Philippa Hope suggested a walk about for all councillors to review the H&S and Asset register and make any further suggestions. The date agreed is Monday 29 June at 7pm, meet at Mill Lane car park. Parish Councillors only. Any Highways concerns are to be reported to the Clerk following this walkabout.</p>	All Councillors
	<p>Newsletter – Mrs Philippa Hope suggested all councillors do an introduction into who they are, etc to be included in the next newsletter. Info to be sent to the clerk by 19 June.</p>	All Councillors

	<p>Open Evening – meet the new team - Mrs Philippa Hope suggested having an open evening/morning to meet the new Parish Councillors and to invite other local groups/organisations. This is to be included in the newsletter and promoted on the notice boards to encourage as many residents to attend. The date agreed is Saturday 12th September from 10am – 12pm. The clerk is to put together a contacts list of local clubs, groups, etc to be invited to attend.</p>	Clerk
	<p>Parish Council Meetings – dates, times, location – Cllr Mike Francis asked for suggestions to make the regular PC meeting more suitable. Mrs Kathy Searle suggested asking if the dance group could have the hall from 6.30 – 8.30pm on the first Monday of the month. The clerk is to write to ask the question. A suggestion to use a microphone when speaking was raised and will be available at the next meeting. The set up of the room was slightly better with the chairs alongside the main tables; the clerk is to ensure this arrangement is set up for the next meeting. Mr Rob Gore suggested using the Baptist church and is to find out the costs of hiring this. It was agreed that the meeting day would remain as a Monday.</p>	Clerk Rob Gore
	<p>Terms of Reference for our Committees – Cllr Mike Francis wants all sub committees to have their own specific terms of reference. The clerk is to share the current ToR for the HMC but there are no specific ToR for the Finance committee. It was agreed the Terms of Reference must include the following:</p> <ul style="list-style-type: none"> • Remit of Village Hall & grounds • Responsibility of the committee and what they need to consider • Level of authority with funding & budgeting • How the authority is exercised • How they report back to the Parish Council <p>It was agreed that all Councillors should check out other Parish Council's ToR.</p>	All Councillors/ Clerk
	<p>Committee updates</p> <p>a) Agree date of next HMC meeting- Monday 15 June at 8pm</p> <p>b) Agree date of next Finance meeting – Monday 22 June at 8pm</p> <p>c) Allotments committee – A BBQ has been arranged for 13th September for allotment holders. They are booking The Green Man for their Xmas dinner. The clerk is to send a letter to plot holder 9A as they haven't been maintaining their plot to the standards set out in their agreement.</p> <p>d) Crime, Road safety & Highway Warden update. The clerk read the report from Mrs Margaret Lumb.</p> <p>Crime - Burglaries since the last meeting is 11 up to 31st May. The clerk will continue to send weekly reports.</p> <p>Road Safety – there is a possibility that further speed monitoring will take place along Rectory Road as Earith PC was not happy with their results.</p> <p>Footpaths – the pooling of water on the new footpath on Station Road has been reported to Highways with a suggested solution to the problem.</p>	Clerk

	<p>Correspondence received</p> <p>a) The Local Government Boundary Commission – The clerk advised of the closing date for the consultation is 6th July. Information can be found on the following websites: www.consultation.igbce.org.uk & www.igbce.org.uk you can have your say by visiting: https://consultation.igbce.org.uk/node/4143</p> <p>b) Luminus Supporting our Local Communities – have written to the clerk to ask for contact details to be able to provide regular monthly updates. A local authority seminar has been arranged for 8 June.</p> <p>c) DiY communities – have asked for Bluntisham PC support to submit the grant funding application for a Heritage Lottery Grant to support the WW2 project work as Colne PC haven't submitted the application to date. All agreed they were happy to support DiY Communities and the clerk is to write to confirm this.</p>	Clerk
	<p>Items for consideration (for information only)</p> <ul style="list-style-type: none"> • Mrs Kathy Searle advised that the planning decision for the Sunrise Meadows site still not come through. There is still no planning application received yet for 19 East Street. • The clerk asked all councillors to confirm their availability for the New Councillor training ASAP. • The clerk asked for volunteers to unlock the hall on Sunday nights. Mr Mark Berg agreed to do this Sunday and Mr Gary James is also happy to help. 	

Meeting closed 10.30pm

Next meeting: 6th July 2015

Dates of Future Parish Council Meetings –2015

August	Monday 3 rd August
September	Monday 7 th September
October	Monday 5 th October
November	Monday 2 nd November
December	Monday 7 th December

Annex 1 – FY 2015/16 accounts to end May 2015